

## **SECTION 4.70 PERSONNEL MOBILITY ASSIGNMENT AGREEMENT**

**Last Update: 02/2011**

A Personnel Mobility Assignment Agreement (Iowa Code section [28D](#)) allows agencies (state, federal, county, etc.) to share employees. Assignments may be between different state agencies or between a state agency and another governmental entity. In order to establish a Personnel Mobility Assignment Agreement, three parties must agree; the sending agency, the receiving agency, and the employee involved. Agreements must be approved by DAS-HRE and in some instances by other state agencies where personnel or funding decisions must be made.

- Definitions of receiving agency and sending agency:
  - “Receiving agency” means any agency of the federal, state or local government which receives an employee of another government entity.
  - “Sending agency” means any agency of the federal, state or local government which sends any employee thereof to another government agency.
- Employees in state agencies who are on mobility assignments remain employees of the sending agency and are guaranteed the right to return to the sending agency in the same class with no loss of pay or benefits.
- Employees who are on a mobility assignment shall be entitled to the same salary and benefits to which they would otherwise be entitled and shall remain employees of the sending agency for all other purposes except that the supervision of their duties during the period of detail may be governed by agreement between the sending agency and the receiving agency.
- Mobility assignments shall not exceed twenty-four months, except that an employee may be assigned for an additional twenty-four month period if the employee and both the sending and receiving agencies agree. Employees of the Department of Natural Resources, Department of Administrative Services, and the Iowa Communications Network are not subject to this twenty-four month time limitation.
- An employee may not be granted special pay during the period of the Agreement.
- Appointments of persons assigned may be made without regard to the laws or regulations governing the selection of employees of the receiving agency. However, if a permanent appointment made by a receiving agency pursuant to [Section 28D.3 Authority to Interchange Employees](#), subsection 3, is subject to chapter 400, [Section 400.7 Preference by Service](#) shall govern the appointment.
- A Personnel Mobility Assignment Agreement form ([CFN 552-0162](#)) must be prepared and submitted to the DAS-HRE personnel officer for approval by the DAS-HRE Chief Operating Officer.